



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>October 29, 1974</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>NOV 15 1974      74-386      NOV 21 1974</b>	
2. Agency Application No. <b>155</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Fuel and Measures Division 19 Hunter Street, S. W. Atlanta, Georgia 30334</b>		4. Person to Contact <b>Olin Mullinax</b> <i>Bur</i>	
5. Working Title <b>Director</b>		6. Tel. No. <b>656-3605</b>			
7. ACTION REQUESTED      TO AMEND DISPOSITION STANDARD 464, dated 12/28/72 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE.      NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1970 to Date		9. Exact Series Title <b>RAILROAD SCALE TEST REPORTS FILES</b>			
10. What is the function of the office in which this record series is created?  The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other assuring that anything subject to being weighed and/or measured is checked accurately.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to Testing Railroad Scales for Weight Tolerance.  Included are:      Railroad Scale Test Reports - Form NBS-202 Correspondence  Files are arranged alphabetically by Railroad.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers      Cu. Ft. of Records
Letter-size File Drawers		1/2	1		2.44
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s)      In Storage Area(s)
					X
					This Year's      Last Year's      Preceding Year's      All Prior Years'
				AVERAGE DAILY REFERENCES	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] [x]
16. Does the series contain classified information requiring security handling? [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [x]
18. Could the function be performed if the files were lost or destroyed? [x] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
20. Does the record series provide data as input to an EDP file? [ ] [x]
21. Does the record series contain documentation produced as EDP printout? [ ] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [x]






24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ~~CALENDAR YEAR~~ ☐ FISCAL YEAR ☐ OTHER                     , then:

- [x] Hold in the current files area            month(s)/ 2 year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold            year(s):
- [x] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) 		Date 11/4/74	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11/4/74
	State Auditor/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11-21-74
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11-18-74
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11-21-74
	STATE RECORDS COMMITTEE			